Online Syllabus Template

1. Term/year:

2. Course title:

3. Course catalog number:

4. Section:

5. CRN number:

6. Campus offering the course:

7. Instructor's name:

8. Instructor's email address:

9. Instructor's communication policy:

10. Syllabus date:

11. Course description:

12. Course competencies/outcomes (broad categories rather than a long list):

13. Prerequisites:

14. Required text, materials or software:

15. Instructions for ordering the required text:

16. Your student Blackboard username and password:

    a. If you have an existing username and password from taking a prior course on Blackboard, please use them to sign on. I will not change them. If you cannot remember your password, sign on to Blackboard, click Login, click "Forgot Password". The Bb system will send an email to the email address you have stored on Blackboard with instructions for creating a new password.

        i. Go to http://www.nhctc.blackboard.com
        ii. Enter your username and password
        iii. If you are unable to get access to Blackboard, please contact your Instructor by email
        iv. If you cannot remember your password, your Instructor can reset it for you.

    b. If you are new to Blackboard, your Instructor will create a username and password for you and email it to you.

17. NHCTC System Online Learning website:

    a. http://www.nhctc.edu , Online Learning section
       i.   Student Guide to Online Learning
       ii. Hardware and Software necessary to use Blackboard 6
       iii. Essential Instructions for Blackboard
       iv. What Makes s Successful Online Student?
       v.   Self evaluation for Potential Online Students
       vi. Online courses offered for current semester and associated dates
       vii. Library resources for all colleges

18. Assessment Methods - How will student progress be assessed and % of each towards final grade total

19. Participation Expectations/Attendance in a 100% Online Course – Individual Instructors may have different expectations for attendance in a course. However, all NH Community Technical Colleges have attendance policies which may be found at http://www.nhctc.edu, Online Learning.

20. Course expectations (what is expected of you and expected of me):

21. Getting Started, Course Navigation and Helpful Suggestions:

22. Course dates and schedule for the term:

23. The NHCTC Civil Rights/Equity (non-discrimination and harassment) policy (See http://www.nhctc.edu, Online Learning section).

24. The NHCTC Disabilities Services policy (See http://www.nhctc.edu, Online Learning section).

25. The NHCTC policy on Plagiarism/Cheating (See http://www.nhctc.edu, Online Learning section).